Wisconsin Department of Public Instruction
PUBLIC LIBRARY SYSTEM PLAN AND
CERTIFICATION OF INTENT TO COMPLY
CALENDAR YEAR 2014
PI-2446 (Rev. 07-13)

Required by § 43.17(5) and 43.24(3) Wis. Stats.

GENERAL INFORMATION

Library System

Southwest Wisconsin Library System

Describe demographic, economic, and other facts about your system that influenced the development of this and other system plans.

The Southwest Wisconsin Library System (SWLS) is composed of Crawford, Grant, Iowa, Lafayette and Richland counties. SWLS covers an area approximately 3700 square miles with a population of 126,125. SWLS is rural with the largest community, Platteville, having a population of 11,224 (2010 census). While the area lacks a lot of ethnic diversity, the number of Hispanic people in the area grew from an estimated 2030 people in 2010 to 2228 people in 2013. Most social services agencies in the area estimate the numbers to be larger than what is reported.

Southwest Wisconsin continues to lag behind the State average for median household income. The 2007-2011 average median household income for the SWLS area is estimated at $47,151, just below the State average of $52,374. Only Iowa County exceeds the state average with an average median household income of $55,625.

When considering poverty estimates for the SWLS area, the average percentage (11.8%) of all ages in poverty is now below the state average of 12%. Two counties, Crawford (12.3%) and Grant (15.2%) have poverty rates above the state average. The educational attainment of the SWLS area is very similar to the State average in terms of those who attain a high school diploma, but below the State average for those with a bachelor's degree or higher.

Unemployment rates in the SWLS area are slowly improving. As of June 2013, all five of the SWLS counties reported lower unemployment rates than the state unemployment rate of 7%. Lafayette County has the lowest unemployment rate at 5.6%.

Many of the public libraries in SWLS are one-person-at-a-time libraries. The challenges they face, particularly in terms of funding, make it difficult for some to meet most of DPI's recommended standards for public libraries. 2013 was a mixed bag in terms of funding for our member libraries. Twelve (12) of the libraries were flat-funded, and the remaining sixteen were evenly split between increases and decreases. The majority of the libraries that experienced decrease in funding came from the larger of our communities.

Describe significant needs and problems that influenced the development of this and other system plans.

The upcoming biennial budget once again presents SWLS with both a challenge and an opportunity. While SWLS was able to use elimination of staff positions to accommodate the 10% cut in 2012 and flat funding of 2013, those opportunities are not readily available for 2014. All SWLS services will be evaluated as part of the updating of the SWLS Strategic Plan process which will begin late fall 2013 and conclude in early 2014 with a new plan.

The System continues to explore ways to become more efficient in order to deal with the budget shortfalls without having to reduce a major, and much needed, service to the member libraries. SWLS plans to continue to outsource its accounting functions to Winnefox Library System. We are also exploring with the Winding Rivers Library System how we may work together to provide technology support to all our member libraries. SWLS is working with SCLS on a webinar series on management issues.

As part of the current SWLS strategic plan, SWLS contracted with SCLS to conduct an in-depth evaluation of our delivery service. As one of the most valued services provided by SWLS, it was important to determine if there were ways to enhance the service. SWLS will be implementing many of the recommendations in late 2013. One of the most frequent comments made by member libraries was to see delivery expand to a standard of 3 day for all members. In 2014, we will explore restructuring the delivery service to provide 3 day delivery to all locations based on recommendations in the report.

Describe the planning environment and process under which this and other system plans were developed. (List additional system planning documents with the period covered and attach any planning documents which have not previously been provided to the division.)

The Public Library Advisory Committee (PLAC), which is composed of the 28 directors of the member public libraries, meets six times per year and advises the SWLS staff and Board of Trustees on services and programs.

GENERAL INFORMATION (cont'd.)

NetSouthwest is a consortium of SWLS and the 27 member public libraries to operate a shared integrated library system. SWLS administers NetSouthwest and directors of the participating public libraries serve on the NetSouthwest Director's Council. This Council meets six times per year to make recommendations on funding and the priorities of NetSouthwest.

The SWLS Technology Committee is made up of eight member library directors, three library technology staff and two SWLS staff members. This committee advises the Public Library Advisory Committee on issues of technology and meets six times per year.

The Resource Library Advisory Committee meets periodically to discuss multi-type library issues and promotion of all libraries within the SWLS area. This committee is composed of members from UW-Platteville and UW-Richland libraries, our resource libraries, CESA #3, Southwest Wisconsin Technical College, SWLS member libraries and the SWLS Board of Trustees.

Each county in SWLS has a county library planning committee. The SWLS Director meets periodically with these committees to discuss library issues.

SWLS staff attend meetings and conferences sponsored by WLA, WAPL, and DLT to keep informed on current library issues.

The above committees, the SWLS Board of Trustees and staff were involved in the 2013 revisions of the SWLS Technology Plan and will be involved in the 2013-14 revision of the SWLS Strategic plan.

All committees, the SWLS Board of Trustees and staff were previously involved in the development of the following:

Technology and Resource sharing plan

SWLS Strategic plan

NetSouthwest Automation Agreement

Third Day Delivery Service

Inter-System Resource library agreement with Madison Public and an Intra-system Resource Library Agreement with Platteville Public Library.

Audio Book Circuit

Agreement with CESA #3

ASSURANCES

The following plan and compliance document provides assurance that your public library system intends to comply with all statutory requirements for public library systems for calendar year **2014**. Indicate, with a check, your system's intent to comply with each system requirement and provide the requested information under each system requirement.

S.43.24(2) For a public library system to qualify for and maintain its eligibility for state aid under this section it shall ensure that all of the following are provided:

Membership Agreements

☒ (a) Written agreements to provide, to any resident of the system area, the same library services, on the same terms, that are provided to the residents of the municipality or county that established the member library, except for the group programming preference authorized under s. 43.15 (4) (c) 4., and to provide for the interlibrary loan of materials among all participating public libraries, as evidenced by agreements with those libraries.

☒ A copy of the agreement with a list of all members signing it will be provided to the division by January 15.

Resource Library Agreement

☒ (b) Backup reference, information and interlibrary loan services from the system resource library, including the development of and access to specialized collections, as evidenced by a written agreement with that library.

☒ A signed copy of the resource library agreement will be provided to the division by January 15.

ASSURANCES (cont'd.)

Reference Referral, Interlibrary Loan, and Technology

☒ S.43.24(2)(d) Referral or routing of reference and interlibrary loan requests from libraries within the system to libraries within and outside the system.

List ongoing activities related to this requirement.

1. Continue to manage and support a shared integrated library system library system resource sharing among the member libraries of SWLS.

2. Continue to use WISCAT and OCLC for interlibrary loan

3. Continue to provide cataloging of materials for member libraries

4. Continue to provide for additional copies of bestselling titles to facilitate resource sharing

5. Continue to provide first-level desktop computer support

6. Continue to assist member libraries with computer purchases

Indicate new or priority activities relating to this requirement for the plan year.

1. Assist member libraries in the evaluation of their local area network and the creation of a replacement schedule

2. Assist interested member libraries in the purchase and implementation of time and print management software for public access computers

3. Implement the Circulation Interlibrary Loan Link (CILL) function of the Iluminar ILS

4. Create and administer pilot projects to explore the usage of the inventory module of the Iluminar ILS

5. Provide quarterly training sessions on various aspects of the Iluminar ILS (statistics, reports, best practices, etc)

6. Develop a set of technology competencies for library staff

7. Evaluate the LTE Rotating Collection (resource sharing project)

8. Investigate the feasibility of providing start-up funding for new technology and resource sharing projects

9. Develop a technology mentor program for library staff

10. Explore sharing technology support staff with Winding Rivers Library System

Inservice Training

☒ S.43.24(2)(e) Inservice training for participating public library personnel and trustees.

List ongoing activities related to this requirement.

1. Provide a minimum of ten system-sponsored workshops for member library staff and trustees

2. Maintain an online calendar of continuing education opportunities

3. Continue to provide the laptop lab and presentation package to member libraries for use in technology training

4. Continue subscription to GoToMeeting/Webinar to facilitate online meetings and workshops

5. Assist member libraries with the certification and re-certification process

6. Continue to provide online training tutorials for library trustees

Indicate new or priority activities relating to this requirement for the plan year.

1. Hold two in-person training sessions for library trustees

2. Provide six hours of technology training

3. Create training opportunities by region (county)

4. Co-sponsor at least two webinars with other library systems

ASSURANCES (cont'd.)

Delivery and Communication

☒ S. 43.24 (2)(fm) Electronic delivery of information and physical delivery of library materials to participating libraries.

List ongoing activities related to this requirement.

1. Coordinate internet access for member libraries through WiscNet

2. Maintain a wide area network for members of NetSouthwest

3. Continue to contract with South Central Library System for statewide delivery service

4. Continue to provide system delivery service

5. Continue to produce an online newsletter, Facebook page, and blogs on CE, trustee issues, library director issues, ILS troubleshooting, graphic design and technology to communicate with member library directors, staff and trustees.

6. Continue membership in WPLC and access to the OverDrive Database.

7. Continue to post SWLS Board of Trustees meeting agendas and minutes, and the agendas and minutes of the SWLS committee meetings on the SWLS web page.

Indicate new or priority activities relating to this requirement for the plan year.

1. Improve the efficiency of the delivery services by updating delivery policies and procedures, including the sorting of materials and labeling of bins. (Based on recommendations from the 2013 SWLS Delivery Services Study performed by Bruce Smith)

2. Explore expanding delivery service to 3-day for all member libraries by 2015

Service Agreements

☒ S.43.24(2)(g) Service agreements with all adjacent library systems

☒ A copy of the agreement with adjacent systems with a list of all systems signing the agreement will be provided to the division by January 15.

Other Types of Libraries

☒ S.43.24(2)(L) Cooperation and continuous planning with other types of libraries in the system area, which results in agreements with those libraries for the appropriate sharing of library resources to benefit the clientele of all libraries in the system area.

☒ The system will have agreements with other types of libraries, or if the system participates in a cooperation agreement with a multitype organization to meet the purposes of this goal, there is established a clear link between the system and the individual members of the multitype organization. A copy of the agreement with a list of all signing libraries will be provided to the division by January 15.

☒ Other types of libraries in the system area have had an opportunity to review and comment on the plan.

Library Technology and Resource Sharing Plan

☒ S.43.24(2)(m) Planning with the division and with participating public libraries and other types of libraries in the area in regard to library technology and the sharing of resources. By January 1, 2000, and every fifth January 1 thereafter, the public library system shall submit to the division a written plan for library technology and the sharing of resources.

☒ Member public libraries and other types of libraries in the system area have had an opportunity to review and comment on the plan.

☒ A copy of the written plan, including any revisions and amendments, for library technology and resource sharing is attached to this document or is on file with the division.

ASSURANCES (cont'd.)

Professional Consultation

☒ S. 43.24(2)(h) Professional consultant services to participating public libraries.

List ongoing activities related to this requirement.

1. Continue to offer consulting to member library directors, staff and trustees on topics including, but not limited to: public library administration, adult and youth services, library automation, technical services, interlibrary loan, staff development, collection development, special needs/populations, technology, state reports and other issues that arise.

2. Continue to provide information at local library board, council or county board meetings upon request.

3. Continue to provide orientations for newly hired library directors in SWLS libraries.

4. Provide grant support services for member librareis, including identification of grant sources and grant-writing assistance.

5. Assist member libraries in the process of filing annual reports.

6. Oversee state compliance

7. Help member libraries develop effective instruction for the public

8. Provide on-site collection weeding assistance to member libraries upon request.

9. Provide a professional reference collection

Indicate new or priority activities relating to this requirement for the plan year.

1. Implement any new activities for 2014 as determined by the upcoming strategic planning process

Services to Users With Special Needs

☒ S.43.24(2)(k) Promotion and facilitation of library service to users with special needs.

List ongoing activities related to this requirement.

1. Continue to provide continuing education workshops that address the needs of special populations.

2. Continue to pursue grant opportunities to assist member libraries in making their services accessible.

3. Continue to provide library card application forms in large print and Spanish language.

4. Work with Special Needs Committee to advise the SWLS Board on special needs issues in SWLS libraries.

Indicate new or priority activities relating to this requirement for the plan year.

1. Implement any new activities for 2014 as determined by the upcoming strategic planning process

Other Service Programs

S.43.24(2)(i) Any other service programs designed to meet the needs of participating public libraries and the residents of the system area, as determined by the public library system board after consultation with participating public libraries.

List each "other" service programs individually with ongoing activities and new or priority activities for the plan year under each program. For instance, if the system provides a bookmobile service program, list ongoing activities and new or priority activities for the bookmobile program. (Do not lump miscellaneous activities under a single "other" program.)

Library Advancement and Awareness

1. Continue to provide member libraries with the design and production of promotional materials which includes brochures, posters and bookmarks.

2. Continue to provide assistance to member public libraries in the area of marketing

3. Continue to work with member libraries on website development and maintenance, including providing training.

4. Continue to provide member library directors, staff and trustees with information on pending legislation on the state and national levels that may affect libraries.

5. Continue to provide collection, intrepretation and presetation of data at the systemwide and local level upon request.

6. Continue to encourage and facilitate member library participation in advancement events such as WLA's Library Legislative Day.

New

1. Work with member libraries to develop a database of area library supporters and a program for regularly informing them of local and area advancement needs.

2.Implement any new activities for 2014 as determined by the upcoming strategic planning process

Youth Services:

ASSURANCES (cont'd.)	

1. Continue to contract with a member public library to provide youth service consultant services to the member public libraries.

2. Continue to provide continuing education opportunities relating to service youth and young adults, including a workshop devoted to the Summer Library Program theme.

3. Continue to coordinate and encourage participation in reading incentive programs

4. Continue to support library services that support early literacy.

New

1. Implement any new activities for 2014 as determined by the upcoming strategic planning process

Administration

☒ The system will not expend more than 20 percent of the state aid projected to be received in the plan year for administration.

☒ The 2013 system audit will be submitted to the division no later than September 30, 2014.

Budget

☒ A copy of your public library system budget by service program category and fund source for the plan year (see attached guidelines) is attached.

CERTIFICATION	

WE, THE UNDERSIGNED, CERTIFY that to the best of our knowledge, the information provided in this document and any attachments is true and correct, and that the system will be in full compliance with all applicable provisions of Chapter 43 of the Wisconsin Statutes for the year **2014**.

Name of System Director	Signature of System Director	Date Signed
Krista L. Ross	➢	

Name of System Board President	Signature of System Board President	Date Signed
Wayne Wilson	➢	

FOR DPI USE LIBRARY SYSTEM PLAN APPROVAL		

Pursuant to Wis. Statutes, the plan contained herein is: ☐ Approved ☐ Provisionally Approved *See Comments.* ☐ Not Approved *See Comments.*	DLT Assistant Superintendent Signature ➢	Date Signed

Comments

PUBLIC LIBRARY SYSTEM 2014
ANNUAL PROGRAM BUDGET

Program	2014 Public Library System Aid	System Aid Carryover and Interest Earned	Other State and Federal Library Program Funds	All Other Income	Total
Technology, Reference and Interlibrary Loan*					
1. Automation and Technology	$90,170			$90,113	
2. Cataloging	$29,709			$67,167	
3.ILL/Reference	$8,974				
4. Electronic Resources	$11,500	$3,000	$17,296	$11,776	
Program Total	$140,353	$3,000	$17,296	$169,056	$329,705
Continuing Education and Consulting Service*					
1. Continuing Education	$17,625				
2. Consulting	$46,612				
Program Total	$64,237	$0	$0	$0	$64,237
Delivery Services	$80,489			$4,669	$85,158
Library Services to Special Users	$12,839				$12,839
Library Collection Development	$3,431			$5,950	$9,381
Direct Payment to Members for Nonresident Access					$0
Direct Nonresident Access Payments Across System Borders					$0
Library Services to Youth	$10,975				$10,975
Public Information	$11,656				$11,656
Administration	$39,361			$1,365	$40,726
Subtotal	$158,751	$0	$0	$11,984	$170,735
Other System Programs					
1. Designated Funds		$143,366		$281,000	$424,366
2.					$0
Program Total	$0	$143,366	$0	$281,000	$424,366
Grand Totals	$363,341	$146,366	$17,296	$462,040	$989,043

* These programs may be divided into subprograms at the discretion of the system. If choosing not to use subprograms, enter amounts on line 1. Line 4 is reserved for the amounts budgeted for electronic resources (see Program Budget Guidelines).